Department of Energy
Environmental Management
Policies and Procedures

Weekly Reporting

EM-1.5
Revision 0

Prepared: _____   _____
                Procedure Owner   **Date**

Reviewed: _____   _____
                  Program Manager - Procedures   **Date**

_____   _____
                  Program Manager - QA   **Date**

Approved: _____   _____
                  Assistant Manager for Environmental Management   **Date**

1.0 PURPOSE

This procedure establishes the responsibilities, requirements, and instructions for the uniform preparation and issuance of weekly reports for the Oak Ridge Operations (ORO) Environmental Management Program (EM).

2.0 SCOPE

This procedure applies to all EM program related processes, systems, and activities for the entire Oak Ridge Reservation including, Paducah, Kentucky, Portsmouth, Ohio and Weldon Springs, Missouri.

3.0 REFERENCES AND DEFINITIONS

3.1 REFERENCES

3.1.1 Department of Energy Headquarters (HQ) Guidance, *"Format for the weekly report to the Secretary"*, December 1998

3.2 DEFINITIONS

No definitions are needed for this procedure.

4.0 RESPONSIBILITIES

4.1 EM STAFF

4.1.1 Identify major EM work activities that have occurred during the week of reporting. Activities must be summarized and reported in a brief and concise manner. (See Attachment 1 and 2 for complete details)

4.1.2 Forward weekly items to the N drive in the weekly report folder by noon of each Wednesday. (N:/Weekly Reports). If you do not have access to the N drive, submit them directly to the EM Weekly Coordinator via email.(EASI)

4.2 WEEKLY COORDINATOR (EASI)

4.2.1 Gather all EM weekly items and prepare a consolidated report for EM Management.

4.2.2 Make appropriate changes made by EM Management and prepare final

weekly for signature by the Group Leaders for Environmental Technology, Environmental Services, and ORR Remediation Management Groups.

4.2.3 Forward the report to EM HQ and send original report to the EM Mail and File room for filing.

4.3 **EM MANAGER**

4.3.1 Review the consolidated weekly report submitted by the weekly coordinator and decide which items are to be reported to the EM Group Leaders and EM HQs.

4.4 **GROUP LEADERS**

4.4.1 Review, approve, and sign final EM Weekly Report.

4.5 **AMEM OFFICE MANAGER**

4.5.1 Prepare the final EM Weekly Report for the Assistant Manager of the Environmental Management Program (AMEM) signature and submit to the ORO Manager.

4.5.2 Save final EM Weekly Report on the S drive under "Weekly Announcements" and distribute final report to an identified distribution list.

4.5.3 Maintain a hard copy of the original report in the AMEM notebook.

5.0 **PROCEDURE**

5.1 Directions for the preparation and submittal of the EM weekly report..

EM Weekly Coordinator (EASI) gathers all the weekly items and prepares a consolidated report for all the groups under EM.   The employees forward the items either by email to the EM Weekly Coordinator (EASI) or they place the items on the N drive under "Weekly Announcements."

After the items are consolidated into one report, EM Management reviews the report and decides which items are to be reported to the ORO Manager.

EM Weekly Coordinator (EASI) then makes those changes and prepares it for signature by the Group Leaders for Environmental Technology, Environmental Services, and ORR Remediation Management Groups.

EM Weekly Coordinator (EASI) then electronically forwards the report to EM HQ and sends the original copy to the EM Mail and File Room for filing.

With this copy, the AMEM Office Manager prepares the Weekly Report for AMEM signature and submittal to the ORO Manager. The copy is saved to the S: drive under "Weekly Announcements". Final copies of the weekly report are provided to an identified distribution list. Hard copy of the original report is kept in the AMEM notebook.

6.0   RECORDS

6.1   Copies of final EM Weekly Reports will be maintained in the EM Mail and File room and a copy is saved to the S drive under "Weekly Announcements".

7.0   ATTACHMENTS

Attachment 1 - Format for the Weekly Report to the Secretary
Attachment 2 - Template for Weekly Report

ATTACHMENT 1

FORMAT FOR THE WEEKLY REPORT
TO THE SECRETARY

The purpose of the weekly report is two fold: (1) it is your program's chance to share with the Secretary, Deputy Secretary and Under Secretary breaking issues, accomplishments, and communicate about any upcoming decisions or occurrences that are likely to happen; (2) the reports contribute information for the Department's White House report -- a document that is submitted to the President and Senior White House staff on a weekly basis.

Entries should be concise, non-technical, and should clearly explain DOE's role. Individual entries should be 4 to 5 sentences. The total report should not exceed 3 pages. Additional stylistic considerations follow this outline. **Your program should use their best judgement in deciding what items should be provided.**

<u>**OUTLINE:**</u>

I.   **Schedule**
Include major events in which the principal is participating, for example -- speaking engagements, visits, announcements, meetings with foreign dignitaries, and/or conferences in which the department is being represented. It is also helpful to know when principals are on leave so that a back-up can be contacted in their absence.

HELPFUL HINTS
- Include schedules for the principal of the program only (i.e., Assistant Secretary or Director)
- Please include schedules 3 weeks out
- Be sure to indicate what role is being taken (i.e., speaker, participant)
- Continue to note who is acting head of the office while principal is absent

II.   **Key Departmental News**
We are looking for:
(1) timely/newsworthy upcoming major events.
(2) major or forthcoming decisions.
(3) important new contracts or changes in facilities
(4) emerging management issues
(5) major awards or recognition

HELPFUL HINTS
- Please be prospective - include items that will be happening in the next 2 or 3 weeks.
- Include major events that happened the week in which the report is submitted.
  Do not include items which occurred prior to that week.
- Include events in order of importance.
- Include noteworthy Congressional activity.
- Always include specific dates when possible**.**

III.   Work on Secretarial Initiatives

These items do not have to be breaking news. Entries should provide weekly progress reports for the priority initiatives listed below. Only include entries for categories which you have relevant information. Please be advised that these items will change from time to time. You will be notified when an initiative or priority is no longer needed, or when new items are added to the list.

Year 2000   Updates from the CIO on status of systems
                         DOE's involvement with private sector systems (i.e., oil and gas, electricity)

Race   Initiatives which promote diversity/further race relations

Service Initiatives your programs are undertaking to further and promote public service.

Accelerated Closure of Sites

Northwestern Salmon Recovery

Electricity Restructuring

High Performance Computing

Collaborations with Russia on Weapons Programs

Security at Weapons Labs

Comprehensive Test Ban Treaty

IV.   Press Inquiries
- Include all requests for interviews with the principal over the next 3 weeks.

V.   FOIA Requests
- Include who is making the request
- 1 or 2 sentences on the subject matter requested
- 1 or 2 sentences on the relevance

VI.   Grants, Economic Announcements and Publications

This should include:
- Major grants, 1 month prior to release
- Forecasts and price reports
- Major publications 2 weeks prior to release (i.e., major policy reports or analyses, studies DOE has funded, GAO reports)

VII.   Climate Change

VIII. Disaster Assistance

STYLISTIC CONSIDERATIONS:

- Use Times New Roman 12pt; 1 ½ inch left & right margins; 1 inch top & bottom margins; left

justification. Please do not add page numbers. Save as a WordPerfect 6.1 document.

- Each bullet should be self-contained. Include a sentence of content or background. Describe the situations/issues. Then, conclude who is affected and their likely response.

- Every paragraph should have a **bolded short title** followed by a colon:
  Bosnia Troops Tax Relief: The House Budget Committee is ...

- Do not use first person. Instead use third person, as in "The Secretary" or "Assistant Secretary _____".

- When stating dates, do not include days of the week, or this year, 1998. However, references to previous or future years should be included.

- Do not use words like today or tomorrow, instead insert precise dates at the beginning of the item.

- Abbreviate all states. ie: AL, AK, AZ ...

- When referring to offices, use the full name followed by the abbreviated name in parenthesis. Thereafter the abbreviated name will suffice. (ie: Office of Nuclear Energy (NE) will be announcing several new ... In order to gauge the public response to these announcements, NE plans to ...)

- Court cases should be underlined.

- Publication and television programs should be *italicized*.

- Do not use reporters' names, instead use the name of the news organization, publication, or program that is involved.

- When referring to elected officials, do not use annotations such as (D-MN) after their names.

- When referring to Congressional bills, use the name of the bill such as the Helms-Burton Bill without references such as H.R. 927.

ATTACHMENT 2

TEMPLATE FOR WEEKLY REPORT

(Enter Name of Office) WEEKLY REPORT

(Date)

Schedule

Key Departmental News

Media Interest:
Program Contact:

Work on Secretarial Initiatives

Press Inquiries

FOIA Requests

Grants, Economic Announcements and Publications

Climate Change

Disaster Assistance